



Using the Module Availability List for Student Online Teaching Surveys (SOLTS) 23-24

A module availability list is sent out on a fortnightly basis containing module details as found in SITS by Student Systems.

This is a useful file to reference.

There are a number of fields, but the ones of most relevance to SOLTS are detailed in the table below:

Field	Relevance to SOLTS
Credit Value (MAVT) – column E	The module must lead to an award of credits – non-credit bearing modules are automatically excluded.
Module Type Code, Module Type Name – columns F and G	These columns will inform you of the type of module the particular module is recorded as on SITS. - MED-B, MED-T, Dissertation, Project, Placement, Other, Blank WILL NOT run a module survey according to the part-automation specification.
Running – column O	This column must be ‘Yes’ for the module.
Teaching Start Date – column R	There must be an accurate date in this column to allow module duration calculation and data file extraction required for SOLTS. If this field is missing data, the automated process will not occur and a survey will not run.
Teaching End Date – column S	There must be an accurate date in this column to allow module duration calculation and data file extraction required for SOLTS. If this field is missing data, the automated process will not occur and a survey will not run.
Final Survey – column AA	This column must be ‘Y’ as this indicates whether a SOLTS will run. If it is ‘N’, there will be no data files extracted and accordingly no module survey.
Final Survey Date, Final Survey Date (MAV) – columns AB and AC	These two columns contain identical data. The date corresponds to the date the survey invitation is expected to be deployed, provided that module lead details are on SITS and the module teacher list with their respective emails is on the shared spreadsheet.
Module Leader (ML) – column AF	This must be accurately filled in to ensure the survey can be created.
ML Email – column AG	The email must be accurately filled in and must be an up-to-date one to enable SOLTS feedback reports to be sent upon survey closure.
Module Co-Lead, Module Co-Lead Email – columns AH and AI	These details can be filled in on SITS, but cannot be transferred to Evasys due to system restrictions. Only the main module lead will be associated to the survey. This by no means discredits the module

	co-lead, we strongly encourage module leads to forward the reports they receive to all they think should receive it.
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The teaching start date and teaching end date MUST be completed accurately at least 2 weeks prior to the start of the module.

- If these fields are incomplete the required module duration calculation and data files will not be produced and consequently a module survey cannot be created.
- If these fields are inaccurate for any reason and are not corrected at least 2 weeks prior to the start of the module, data files will be produced according to the inaccurate dates and therefore will be reflected in the scheduling of the module survey.

The final survey, final survey date, final survey date (MAV) fields cannot be manually filled in on SITS. These fields are calculated by an overnight script that enables the module and student data files to be extracted. These data files are necessary for survey creation; without these files a survey cannot be created.

Thank you for engaging with these processes and for your support in helping SOLTS to run effectively. We hope this information is helpful and in the case of any queries please feel free to reach out to us via experience@sgul.ac.uk.